



State of Arizona  
Department of Education

Jaime A. Molera  
Superintendent of  
Public Instruction

**SPED 03-06**

M E M O R A N D U M

August 27, 2002

**TO:** Other State Agencies  
Others Interested in Special Education

**FROM:** Mary Mitchell  
Surrogate Parent Supervisor  
Exceptional Student Services

Theresa A. Schambach  
Dispute Resolution Coordinator  
Exceptional Student Services

Steven N. Mishlove  
Director of Administrative Services  
Exceptional Student Services

**RE:** Surrogate Parent Brochure

Enclosed are surrogate parent brochures. Please use the brochure as a recruitment tool and information guide for prospective surrogate parents.

The surrogate parents serving students should have completed their Class One Fingerprint requirements by January 1, 2002. Please inform the surrogate parents that the Arizona Department of Education/Exceptional Student Services (ADE/ESS) will reimburse fingerprint costs.

You may also download the brochure from our website at [www.ade.az.gov/ess](http://www.ade.az.gov/ess). For information on surrogate parent training, fingerprint requirements/reimbursement, contact Laura Gelardo, Surrogate Parent Coordinator at 602-364-0866 or via e-mail at [lgelard@ade.az.gov](mailto:lgelard@ade.az.gov). Please contact Mary Mitchell at 602-364-0542 or via e-mail at [mmitch@ade.az.gov](mailto:mmitch@ade.az.gov) for all other inquiries.